

Basic Instructor Certification, Master Instructor Trainer Certification & Credentialed Instructor Registration

CERTIFIED INSTRUCTORS – Basic Instructor Certification

Any person who participates as a primary instructor in a preparatory course or who employs Board-approved curricula during professional development training (e.g. in-service or annual recertification training) shall be certified by the Law Enforcement Standards Board. Credentialed instructors are the exception to this policy. Credentialed instructors are not required to be certified as instructors by the Board, but they are required to be registered with the Board. Read on to learn more.

The Board certifies instructors to instruct in the following Board-approved preparatory training subjects:

Preparatory Law Enforcement Officer Subjects

Professional Orientation	Facilitation and Problem Solving
Ethics and Policing in a Free Society	Community Policing Strategies
Community Resources	Traffic Law Enforcement
Diversity	Scene Management
Agency Policy	Traffic Crash Investigation
Constitutional Law	Emergency Vehicle Operations (EVOC)
Crimes	Vehicle Contacts
Juvenile Law	OMVWI/SFST
Defensive and Arrest Tactics (DAAT)	Emergency Medical Services
Firearms	Interview and Interrogation
Tactical Response	Physical Evidence Collection
Report Writing	Victims
Professional Communication	Domestics
Crisis Management	Sexual Assault
Testifying in Court	Child Maltreatment

Preparatory Jail Officer Subjects

Introduction to Corrections	Admit/Release Inmates
Maintain Jail Security	Stress Management
Principles of Subject Control (POSC)	Supervise Juvenile Inmates
Correctional Professional Communication Skills	Report Writing
Hostage Response	Correctional Law
Supervision & Behavior Control of Inmates	Health Care
Supervise Special Inmates/Crisis Intervention	

Preparatory Secure Detention Officer Subjects

Introduction to Detention Operations	Supervise Juveniles
Maintain Facility Security	Discipline/Control Juveniles
Principles of Subject Control (POSC)	Legal Requirements
Admit/Release Juveniles	Health Care
Report Writing	Stress Management

BASIC INSTRUCTOR CERTIFICATION PROCESS:

1. Complete the 32-Hour Criminal Justice Instructor Development Course (CJIDC) approved by the Board or the Wisconsin Technical College System (WTCS) Teaching Methods Course #52. Applicants who have a Ph.D. or J.D. are exempt from this requirement. The Board recommends, but does not require, that instructor applicants complete CJIDC or the WTCS Teaching Methods Course #52 prior to the completion of a topic-specific instructor course. However, standardized field sobriety testing (SFST) instructor applicants must complete CJIDC or the WTCS Teaching Methods Course #52 prior to the completion of the SFST instructor course. A Board-approved topic-specific instructor course shall also be completed to gain instructor certification in the following areas: defensive and arrest tactics, firearms, emergency vehicle operations, vehicle contacts, standardized field sobriety testing, professional communication skills, principles of subject control, and correctional professional communication skills.

Starting September 3, 2010:

- All new instructor applicants shall be required to complete CJIDC or the WTCS Teaching Methods Course #52 **prior to** the completion of a topic-specific instructor course.
 - Successful completion of the required course(s) and the submission of an application for instructor certification (DJ-LE-317) shall all occur within a period of no more than two (2) years.
2. Meet occupational experience and educational requirements. Applicants for instructor certification must meet the following occupational and educational requirements:
 - Any applicant requesting certification to teach any portion of the Board-approved jail preparatory training or to employ Board-approved curricula, shall at a minimum, show evidence of obtaining a high school degree or of obtaining a high school equivalency diploma from the state of Wisconsin or its equivalent from another state and has acquired three (3) years of full-time, or at least 6,000 hours, occupational experience as a certified jail officer or as an administrator or specialist in a field directly related to the subject for which he or she requests certification to instruct.
 - Any applicant requesting certification to teach any portion of the Board-approved secure detention preparatory training or to employ Board-approved curricula, shall at a minimum, show evidence of obtaining a high school degree or obtaining a high school equivalency diploma from the state of Wisconsin or its equivalent from another state and has acquired three (3) years of full-time, or at least 6,000 hours, occupational experience as a certified secure detention officer or as an administrator or specialist in the field directly related to the subject for which he or she requests certification to instruct.
 - Any applicant requesting certification to teach any portion, with the exclusion of constitutional law (see below), of the Board-approved law enforcement preparatory training or to employ Board-approved curricula, shall show evidence of being awarded an associate degree or 60 fully-accredited associate degree level credits or higher and as having acquired three (3) years of full-time, or at least 6,000 hours, occupational experience as a certified law enforcement officer or as an administrator or specialist in a field directly related to the subject for which certification is requested.
 - Any applicant requesting certification to teach constitutional law shall show evidence of:
 - A master's degree and five (5) years experience as a certified law enforcement officer; or
 - A bachelor's degree and seven (7) years experience as a certified law enforcement officer.

3. Submit an Application for Instructor Certification form (DJ-LE-317) to the Bureau. Law enforcement instructor applicants must include original college transcript(s). See www.wilenet.org for form DJ-LE-317.

NOTE:

The term of instructor certification by the Board is for three (3) years. If an instructor receives additional Board certification, the term of subsequent certification shall be for the balance of the initial certification period. Instructor certification may be renewed for three-year periods.

Instructor certification questions may be directed to [Michelle Sandry](#) at 608/267-1327.

CERTIFIED INSTRUCTORS – Master Instructor Trainer Certification

Master Instructor Trainers (MITs) teach Board-approved instructor development and topic-specific instructor courses at Board certified training schools. MIT certification is required for instructors of all board-approved instructor development and topic-specific instructor courses.

The Board certifies MITs to instruct the Criminal Justice Instructor Development Course (CJIDC) and the following Board-approved topic-specific instructor courses:

Law Enforcement Instructor Courses

Defense & Arrest Tactics (DAAT)
Emergency Vehicle Operation (EVOC)
Firearms
OMVWI/SFST
Vehicle Contacts

Jail/Secure Detention Instructor Courses

Principles of Subject Control

Jail Instructor Courses

Correctional Professional Communication Skills

MASTER INSTRUCTOR TRAINER (MIT) CERTIFICATION PROCESS:

Individuals can become a certified MIT by meeting Board requirements and through nomination by a school director at a Board certified training school. In order to be certified as an MIT an individual shall:

- Hold Board certification as an instructor and be current with all update requirements.
- Demonstrate to the satisfaction of a school director, instructional expertise in the subject that certification is requested.
- Have documented subject matter expertise in the subject that certification is requested.
- Have attained at least five (5) years of experience as a criminal justice practitioner.
- Have served as a primary instructor for preparatory or professional development training.
- Possess at least an associate degree or 60 fully-accredited associate degree level credits or higher.

NOTE:

The term of MIT certification by the Board is for three (3) years. If a MIT receives additional Board certification, the term of subsequent certification shall be for the balance of the initial certification period. MIT certification may be renewed for three-year periods.

Master instructor certification questions may be directed to [Michelle Sandry](#) at 608/267-1327.

CREDENTIALLED INSTRUCTORS – REGISTRATION

Credentialed instructors are not required to be certified as instructors by the Board, but they are required to be registered with the Board. Credentialed instructors hold either a valid license issued by the State of Wisconsin or, if approved by the Board, a comparable license issued by another state, or a valid certificate from a Board approved organization that certifies individuals as instructors. Credentialed instructors register with the Board via submission of the Credentialed Instructor

Registration Request form (DJ-LE-319). Along with the application, the applicant must include a copy of the license issued by the state agency which oversees the license, or the certificate issued by the certifying body which oversees the certificate. The Board determines which subjects shall be taught by a registered credentialed instructor as follows:

- Constitutional law shall be instructed by an attorney licensed by the Wisconsin State Bar Association or by an individual who has received certification from the Board to instruct constitutional law.
- First Aid, CPR/AED training shall be instructed by a person authorized to instruct first responder emergency medical training, or by a person who has received instructor certification by the American Red Cross or by the American Heart Association, or a person who meets Wisconsin Technical College System certification requirements to instruct a CPR course or other medical-related subjects in a preparatory course or an instructor course or from curricula approved by the Board.
- First responder emergency medical training shall be instructed by a medical doctor, a registered nurse, a physician assistant, an emergency medical technician, a paramedic or a person who meets Wisconsin Department of Health and Family Services requirements as a first responder instructor.
- Fire safety in jail and/or secure juvenile detention officer preparatory training shall be instructed by an individual who has received Wisconsin Technical College System Fire Service Training Fire Fighter II certification. (Instructors certified by the Board to instruct fire safety on or before December 5, 2006 shall be grandfathered into the system, and shall not be required to have Wisconsin Technical College System Fire Service Training Fire Fighter II certification.)
- Hazardous materials in preparatory law enforcement officer training shall be instructed by a fire fighter who has received Wisconsin Technical College System Fire Service Training Fire Fighter II certification. (Instructors certified by the Board to instruct hazardous materials on or before December 5, 2006 shall be grandfathered into the system, and shall not be required to have Wisconsin Technical College System Fire Service Training Fire Fighter II certification.)

The Board also determines which subjects may be taught by a registered credentialed instructor in place of a Board certified instructor, including the following:

- Ethics and Policing in a Free Society, Agency Policy, Diversity, Crimes, Juvenile Law and Child Maltreatment may be instructed by an attorney licensed by the Wisconsin State Bar Association.
- Victims, Domestic Violence, Sexual Assault and Child Maltreatment may be instructed by a social worker licensed by the Marriage and Family Therapy, Professional Counselors and Social Work Examining Board.
- Correctional law in jail officer preparatory training may be instructed by an attorney licensed by the Wisconsin State Bar Association.
- Legal requirements in secure juvenile detention preparatory training may be instructed by an attorney licensed by the Wisconsin State Bar Association.
- Health care in jail and/or secure detention preparatory officer training may be instructed by a medical doctor, a registered nurse or a physician assistant.
- Introduction to corrections may be instructed by a detention facilities specialist employed by the Wisconsin Department of Corrections.
- Supervise special inmates/crisis intervention may be instructed by a licensed mental health professional to include a psychiatrist, psychologist, psychiatric social worker or psychiatric nurse.

CREDENTIALLED INSTRUCTOR REGISTRATION PROCESS:

A credentialed instructor applicant shall submit the Credentialed Instructor Registration Request form (DJ-LE-319) along with a copy of his or her license issued by the state agency which oversees the license, or the certificate issued by the certifying body which oversees the certificate. See www.wilenet.org for form DJ-LE-319.

NOTE:

The term of instructor registration by the Board is for three (3) years. If an instructor receives additional Board certification or registration, the term of subsequent certification or registration shall be for the balance of the initial certification or registration period. Instructor registration may be renewed for three-year periods.

Credentialed instructor registration questions may be directed to [Michelle Sandry](#) at 608/267-1327.